

Building & Safety Division Phone: (951) 826-5697

Copying of Plans from Microfilm

Plans (or Blueprints) used to construct many construction projects in the City of Riverside are maintained on microfilm by the Building and Safety Division. This microfilm is available, upon request, to be viewed during business hours at the Building and Safety Division public counter.

Copying or duplication of plans is possible only when the following guidelines are followed.

1. Plans which were prepared by a licensed architect or engineer cannot be duplicated without the written authorization of that licensed professional. Therefore, before the plan can be duplicated, you will need to make contact with the licenced professional responsible for the drawings as well as the owner of the building and secure their written authorization to duplicate the plans. Attached is a set of 3 documents which must be completed and returned to the Building and Safety Division prior to our releasing the plans for duplication.

Plans which were <u>not</u> prepared by a licensed architect or engineer may be duplicated without completing the attached 3 release forms.

2. Duplication of plans from microfilm is a process requiring specialized equipment. The City of Riverside has authorized the following vendor to pick-up microfilm from the Building and Safety Division for the purpose of duplication. You will deal directly with the vendor as to the payment for their service as well as coordination of the pick-up of the microfilm.

Micro Imaging Company

529 W. Rincon Street Corona, CA 92880 Phone (951) 898-2800

Prior to contacting the vendor relative to the pick-up of the microfilm, you must have completed the necessary release forms and checked with the Building and Safety Division regarding the availability of the microfilm for the particular address.

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❖ APPLICATION FOR DUPLICATE PLANS - APPLICANT ❖

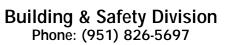
	dress	City	State	Zip				
Typed or Printed name of Applicant				Telephone				
Sig	nature of Applicant			Date				
4.	In consideration for the City's approval of this application, I do hereby agree to indemnify and hold harmless the City of Riverside from liability which may arise due to my receipt of the copy of the official plan and any use to which my copy of the plans may be applied.							
3.	I acknowledge that subdivision (a) of Section 5536.25 of the Business and Professions Code states that a licensed architect who signs plans, specifications, reports, or documents shall not be responsible for damages caused by subsequent changes to, or use of, those plans, specifications, reports or documents where the subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the architectural service rendered by the architect who signed the plans, specifications, reports, or documents was not also a proximate cause of the damages.							
2.	I acknowledge that the drawings, plans and calculations are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.							
1.	. ,	The copy of the plans for which I have applied shall be used only for the maintenance, operation and use of the building located at the address set forth in this application.						
of	perjury under the lav	ws of the State of C		arra de merez y decidire dinaci	pondity			
				and do hereby declare under	nonalty			

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❖ APPLICATION FOR DUPLICATE PLANS - PROFESSIONAL ❖

	ne undersigned certified, li plans for the building or s	•		•					
	erside to copy or permit the tructure to be copied only		of Plans for the above	authorize the City of e mentioned building					
1.	The copy of the plans shall be used only for the maintenance, operation and or use of the building.								
2.	Per the provisions of subdivision (a) of Section 5536.25 of the Business and Professions Code, I shall not be held responsible for subsequent changes, which I have not authorized, to these plans, specifications, reports or documents, where the subsequent changes or uses, including changes or uses made by state or local governmental agencies are cause for damage, provided that the architectural service which I rendered, is not also a proximate cause of the damage.								
	· · · · · · · · · · · · · · · · · · ·	Signature o	f Professional	Date					
	· · · ·	Typed or Printed Name of Professional							
	·	Address							
 (F	PROFESSIONAL SEAL)	City	State	Zip					





❖ APPLICATION FOR DUPLICATE PLANS - OWNER ❖

	I, the current (owner or authorized agent for the owner) of the building or structure located at:					
	permission to the C copy of the plans fo	,	1 3 1	mit to be co	_, hereby give my opied, the official	
	I, the agent for the established to mana		•	0		
	_, hereby give my opied, the official					
Classita				Data		
Signati	ure of Owner or Ager	τ		Date		
Typed or Printed Name of Owner or Agent				Telephone		
Addres	6S	City	State	Z	lip	

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